

OCTOBER 9, 2013 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON OCTOBER 9, 2013, AT 3:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were Vice President Jack Hansen, Don Naser, and Richard Orr, as were Superintendent Cade Douglas, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, incoming Business Administrator Chad Lloyd, and Executive Secretary Patricia Sanchez. President Johnson and Board member Tom Hales were excused.

Also in attendance were Secretary Mavanee Loftus, Principals Ted Chappell, Chet Torgersen, Chad Johnson, Jade Shepherd, and Nolan Andersen, students Kassie Greenhalgh, Sydney Black, and Kyler Brown.

Vice President Jack Hansen welcomed everyone to the meeting.

Patti Sanchez offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. Mr. Wilson answered and clarified questions in regards to the new cell phone stipend policy.

Vice President Hansen called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the following meetings were approved: September 11, 2013, Board Meeting and Closed Meeting, and September 13, 2013, Board Work Session and Closed Meeting.

ITEM #2.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Courtney Allen** as a child nutrition assistant (cook) at South Sevier High; **Leisa Stermer** as a child nutrition assistant (cook) at Richfield High; **Judy Winn** as a child nutrition assistant (cook) at Richfield High; **Rishell Grant** as an instructional assistant/noon-duty supervisor at Ashman Elementary; **Amy Sanders** as an instructional assistant at Ashman Elementary; **Amber Jensen** as an instructional assistant at Ashman Elementary; **Sherry McEntire** as an instructional assistant at Ashman Elementary; **Rebecca Olsen** as an instructional assistant at Ashman Elementary; **Angie Spafford** as an instructional assistant at Monroe Elementary; **Tyla Northrup** as an instructional assistant at Monroe Elementary; **Becky Deaton** as an instructional assistant/noon-duty supervisor at Monroe Elementary; **Sharmel Issa** as an instructional assistant at Monroe Elementary; **Joshua Robinson** as a special education aide at North Sevier Middle; **Hollie Henrie** as an instructional assistant at Pahvant Elementary; **Candace Torgerson** as an instructional assistant at Salina Elementary; **Maranda Shaw** as an instructional assistant at Salina Elementary; **Necia Shaw** as a special needs non-location instructional assistant; **Melissa Thomas** as a special needs non-location instructional assistant; **Ginny Terry** as a special needs non-location instructional assistant; **Mindy Whipple** as a special needs non-location instructional assistant; **Dawn Worley** as a special needs non-location instructional assistant, and **Lori Dunne** as an intern for the 2013-14 school year.

ITEM #2.C. – REQUEST FOR OUT-OF-STATE TRAVEL. Richfield High School Vice Principal/Athletic Director Richard Barton received approval to attend the *National Athletic Director's Conference* in Anaheim, CA on December 12-17, 2013. Mr. Barton serves on the Utah State Athletic Director Board and will be presenting at the national conference. State association funds and school inservice funds will pay for expenses.

ITEM #2.D.1. – REVISION – POLICY #3200, SECTION 504 – THIRD READING. After the second reading, there were some additional adjustments made to the policy. The proposed revisions received third reading approval.

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ITEM #2.D.3. – NEW POLICY #2590, WORKER'S COMPENSATION – SECOND READING. The proposed new policy received second reading approval.

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ITEM #2.D.3. – NEW POLICY #2585, CELL PHONE STIPEND – FIRST READING. This policy is designed to eliminate the majority of District owned and operated cell phones. The policy will provide for a partial reimbursement back to those employees who are designated as needing a cell phone. The proposed new policy received first reading approval.

ITEM #2.D. – 2014-15 SCHOOL YEAR CALENDAR – FIRST READING. The proposed calendar received first reading approval.

ITEM #2.E. – SEVIER DISTRICT'S CONSOLIDATED APPLICATION. The proposed consolidated application received Board approval.

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ITEM #2.F. – FINANCIAL SUMMARY. The financial summary for the period ending September 30, 2013, was approved as well as the list of checks issued in September 2013.

ITEM #3. – REPORT – ELEMENTARY PRINCIPALS. Elementary School Principals Ted Chappell, Chet Torgersen, Jade Shepherd, Chad Johnson, and Nolan Andersen provided a power point presentation addressing the District's five initiatives. Included in the presentation was the Spring 2013 annual assessment report.

Vice President Hansen commented on the many compliments he received from patrons in regards to the beginning of school and the good things happening in each attendance area. He expressed thanks to the principals and the teachers throughout the District. Principal Chappell thanked Mr. Hansen and the Board for their support and commented that the principals are trying to do their best to keep students safe and to ensure they are receiving a good education. He praised the dedicated teachers for their efforts in educating students and also the support they give the principals. He also welcomed Nolan Andersen as a new elementary principal.

District Initiative #1: NWEA – Ashman Elementary Principal Jade Shepherd

Mr. Shepherd stated that elementary principals support the use of NWEA and that it is usually administered three times per year. This year will be different for three (or four w/ Koosharem) of the elementary schools, as they will be implementing the new SAGE testing program. NWEA has provided good data and a snapshot of where students are at the beginning, middle, and end of the year. It also provides a basis for teachers and students as far as goal setting. NWEA helps principals and teachers pinpoint and focus on how to differentiate instruction for students. The information passed on to parents is accurate and detailed to their student(s) to give them the best possible education.

Ashman's objectives:

Mr. Shepherd commented that good things are happening at Ashman and praised the teachers for their dedicated focus on student achievement. He also invited Board members to stop by the school any time. He explained that the school is restructuring schedules and professional development to focus on and meet District initiatives by building a Tier 3 model of instruction, improving the instructional model focusing teacher and student data and ObserverTab teacher development, and a conscientious effort of collaboration in PLC/grade level/meetings.

District Initiative #2: Yearly Progress Pro (YPP) – Pahvant Elementary Principal Chad Johnson

Principal Johnson explained that YPP has been used for many years in the District and that teachers have had the opportunity to take the time to become familiar with it and use it in a successful way. It is an ongoing indicator of how students are doing from week to week. The tutorials in the program can be differentiated to the student's ability level. The school is seeing good results with the program. It also provides parents the information they need to see how their student is doing.

Pahvant's objectives: To improve overall reading instruction and implement reading flex groups in grades 3-5 for 55 minutes per day Monday–Friday. Also, to further develop PLCs including the five district initiatives, improve collaboration among all staff and parents, and to develop a sound understanding and working practice of the new Utah Effective Teaching Standards, which is to improve communication and conversations with parents.

District Initiative #3: ObserverTab – Salina Elementary Principal Nolan Andersen

Principal Andersen thanked the Board and administration for their support in dealing with the situation caused by the fire at Salina Elementary. He also expressed thanks to the elementary principals for their support and sharing their knowledge in helping him in becoming a successful principal. He also commented on the great cooperation on the part of the teachers in trying to get the school back to normal after the fire. Mr. Wilson complimented the school staff and community members on how well they all pulled together to help the school continue to function.

Principal Andersen explained that ObserverTab is the new tool that has replaced iObservation. The administrative goal is to have 16 observations a month. This tool gives the principal the opportunity to go into the classroom and see the teaching and instruction practices going on there. The District has provided training for principals and teachers through faculty meetings, collaborations, and professional development. The tool has also fostered learning conversations between teachers, literacy coaches, and administrators.

Salina's objectives: To build collective capacity through ObserverTab collaboration meetings to help teachers know what the administrator is looking for; Professional Learning Communities (PLCs) and attending other school's PLCs, and grade level team meetings. Also, DIBELS next in K–3 with main focus on reading, the use of benchmark and progress monitoring data to initiate data conversations, inform instruction, evaluate literacy materials, and facilitate goal setting.

District Initiative #4: PLCs – Principal Chappell

Principal Chappell explained that if principals do not get into the classrooms and know what is actually going on in the building, the PLCs are useless. It is extremely valuable to have that instructional conversation with teachers and have a first hand knowledge of what you're seeing in the classroom. PLCs are all about improving instruction and are held approximately every five weeks with every grade level. During the PLCs, data is reviewed and instruction is discussed; they are also learning how to use the ObserverTab tool.

Monroe's objectives: Principal Chappell again complimented the teachers and stated that they are very dedicated and hard working professionals, who are willing to dig their heels in and do what they are asked to do. The school's focus is to improve instruction through the implementation of the ObserverTab tool and to continue to foster Professional Learning Communities (PLCs).

District Initiative #5: Common Core Curriculum – Principal Torgersen

Principal Torgersen explained that the District has provided great opportunities over the past two summers with the Core Academy in both writing and math. The Core Academy prepares teachers to know what's expected of them in the classroom. There was a big change in math this year and schools are waiting for the new text to match the new common core. This has been a challenge; however, there is excitement about the change.

Koosharem's objectives: More focus on improving reading/writing instruction, retention of information and knowing the difference between learning the information and knowing it. Teachers want to make sure students are retaining what they are learning, and that parents take ownership of their child's education.

Principal Torgersen was asked his opinion on the trend that the Koosharem area was taking toward their students attending schools in either Sevier or Piute. He felt that the trend was geared toward students attending Richfield schools. Mr. Wilson commented about the 1944 agreement between Piute and Sevier Districts that deals with K-6. He explained that once students attend grades 7-12, Sevier District has the responsibility under the law to educate the students who live within Sevier County. Half of Koosharem sits in Sevier County and the other half in Piute County. There has to be an agreement between Sevier and Piute Districts in regards to the Greenwich students. This is probably something that would have to be handled at the legal level in the near future and it would be in the best interest of the District to have the new business administrator research the issue.

Positives Effects of District Initiatives

Principal Chappell stated that the District's initiatives have taken the elementary schools to the next level and have definitely made a difference. There is more data driven instruction at the elementary level than ever before. This is attributed to the tools provided by past and present District administration. The morale this year has been a struggle with getting the new school year going with so many new things required of principals and teachers. However, teachers are working hard and morale seems to be pretty good in the schools. On behalf of the elementary principals, Mr. Chappell expressed appreciation to the Board, Superintendent Douglas, Mrs. Albrecht, and Mr. Wilson for their support and for everything they've tried to do to enhance student learning and opportunities to improve instruction. These initiatives have enhanced collaboration amongst the elementary principals as well.

Superintendent Douglas voiced his support and admiration for the elementary principals. He expressed appreciation for their hard work, honesty, and doing what's best for students.

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ITEM #4. – PATRON DIALOGUE. There was no patron dialogue.

ITEM 5.A. – DISCUSSION – ITEMS FROM THE BOARD.

- NSBA Conference: The conference is being held in New Orleans on April 5-7, 2014, and registration opens on October 23. There was a discussion about how often to attend the national conference. Mr. Naser commented that he felt the greatest value in attending the conference was when the entire Board/group go together. He suggested the entire Board/group attend the national conference every other year. The Board decided to forego the 2014 convention and attend in 2015. Mr. Wilson suggested the agenda and topics be looked at carefully to see if there was a need for an individual to attend on the off years to stay current on important topics.

Items from Superintendent Douglas

- Technology Coach/Director of Technology: Superintendent Douglas reported that Chet Torgersen had been selected for this new position. He explained that it was a very rigorous and competitive process. Mr. Torgersen will start his position around November 1 and Alcea Bagley will become the lead teacher at Koosharem Elementary. The District looks forward to working with Mr. Torgersen in this capacity.
- Construction oversight solutions: Superintendent Douglas explained that many hours have been spent working on this issue and the details would be discussed in the closed meeting, as they are personnel related.
- The District and other agencies/cities are very close to an agreement on resource officers in the three attendance areas. Meetings have taken place almost every week to finalize the process.

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Items from Gail Albrecht

- Mrs. Albrecht explained that a parent group representative came forth and asked questions in regards to fees and what they are used for. The principals were asked to provide information for the school fee detail sheet. A draft copy was provided to the group. Principals will review the information at their October 15 meeting, and when the document is finalized, it will be placed on the District's website. This has been a positive process and will help District employees to become more knowledgeable about the purpose and use of fees. The District reviews the fees on a year-to-year basis. This also helps District employees to become more knowledgeable about the purpose and use of the fees.
- ObserverTab update: Mrs. Albrecht explained that this program is far more general than iObservation was, which was based on Marzano's research of highly effective strategies. The ObserverTab tool is based on the Utah Effective Teacher Standards, which includes ten standards. The standards are somewhat broader and they include some things that were in the previous teacher evaluation tool; they include much of what iObservation offered.
- Mrs. Albrecht explained the names of the three new acronyms in Utah education. They are: SLOs: Student Learning Outcomes, NTSG: Non-Tested Subjects & Grades, and TSG: Tested Subjects & Grades

Items from Pat Wilson

- Mr. Wilson provided an update on the following small construction projects and explained that most of them are near completion and down to a few punch list items:
 - Pahvant Elementary remodel
 - South Sevier Middle seismic project
 - Koosharem Elementary storage building
 - North Sevier High boiler room

- Tennis courts: Mr. Wilson reported that Carlisle Excavating and Busk Construction have been working hard on the project and it's coming along very well. A storage shed was also added to the project.
- Salina Elementary fire project: Mr. Wilson explained that it has been somewhat slow in getting the project started. It is anticipated that it would be completed by the first part of November.
- Construction bids: Mr. Wilson reviewed the bid results for the following projects:
 - Richfield High building #3 temporary heat bid; recommended bid be awarded to SR Mechanical.
 - Richfield High tennis courts; recommended bid be awarded to Busk Construction.
 - Salina Elementary fire project; recommended bid be awarded to Chad Broderick Construction.
- October 1 count: Mr. Wilson reported that student enrollment decreased this year by 50 students, which was unexpected. The District now drops back to a hold harmless for funding, which would fall back to the 2012-13 ADM level. Kindergarten student numbers decreased this year. Self-contained students are students who are in special education classes for 180 minutes or more per day. The WPU funding generated by those students is restricted and goes to support the special education program. On the positive side, North Sevier High can now add staff due to growth; they have not been above 300 students for at least a decade. Both South Sevier High and Richfield High decreased in enrollment. Mr. Wilson explained that high schools should be above the count because they traditionally show a decrease in students during the spring portion of the year.

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- Lighting proposal for RHS tennis courts with Richfield City: Mr. Wilson explained that the city committed to paying up to \$30,000 per year and the District would pay and finance the difference. The City would likely take two to three fiscal years to be able cover the costs and repay the District.

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- Bond rating meeting with Moody's: Mr. Wilson reported that Sevier District was able to secure and retain the A1 rating and also receive the AAA rating, which is guaranteed by the state of Utah. The challenge is that Sevier is not a wealthy county. The bond sale is scheduled for October 17 and the closing for October 29. The debt crisis is affecting the interest rates and Zions Bank is keeping a close watch on the market.
- Mr. Wilson stated that this would be his last Board meeting before retiring on October 16. He expressed appreciation for the Board's support while working for the District. His hope was that the Board would treat new Business Administrator Chad Lloyd as well as he has been treated and wished Chad the very best in this new endeavor.

Mr. Naser thanked Mr. Wilson for his many years service and the great things he's done for the District and the students in Sevier Valley. Mr. Hansen and Superintendent Douglas echoed those remarks.

ITEM #6. – CLOSED MEETINGS. A motion was made at 5:04 p.m. by Don Naser and seconded by Richard Orr to take a break and go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s) and

negotiations. Voting went as follows: yes – Jack Hansen, Don Naser, and Richard Orr. Motion passed. President Clint Johnson and Board member Tom Hales were excused.

In attendance were Vice President Jack Hansen, members Don Naser and Richard Orr, as were Superintendent Cade Douglas, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, newly appointed Business Administrator Chad Lloyd, and Executive Secretary Patricia Sanchez.

A motion was made at 5:57 p.m. by Richard Orr and seconded by Don Naser to go out of the Closed Meeting. Voting went as follows: yes – Jack Hansen, Don Naser, and Richard Orr. Motion passed.

ITEM #6. – ACTION ITEMS. A motion was made by Richard Orr and seconded by Don Naser to award the following bids: Richfield High School building #3 construction project to SR Mechanical, Richfield High School tennis courts project to Busk Construction, and the Salina Elementary fire project to Chad Broderick Construction. Motion passed unanimously.

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A motion was made by Don Naser and seconded by Richard Orr to approve Chet Torgersen as the Sevier District Technology Coach/Director of Technology. Motion passed unanimously.

A motion was made by Richard Orr and seconded by Don Naser to provide Sevier School District employees, who are employed as of September 30, 2013, a one-time compensation adjustment of 2.00 percent of the base salary with a \$100 minimum to restore on a one-time basis a portion of the reductions the District has made over the last few years in regards to compensation. The compensation adjustment should be paid out on October 10, 2013. Motion passed unanimously.

A motion was made by Richard Orr and seconded by Don Naser to set a Board Work Session for November 13, 2013, at 1:00 p.m. Motion passed unanimously.

A motion was made at 6:08 p.m. by Richard Orr and seconded by Don Naser to adjourn the meeting. Motion passed unanimously.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 13th day of November 2013. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Chad W. Lloyd, Business Administrator